



EMERSONS GREEN
TOWN COUNCIL

198 Westerleigh Road, Emersons Green, Bristol, South Gloucestershire, BS16 7AN
Town Clerk: Joanne Bryant **Email:** clerk@emersonsgreen-tc.gov.uk **Tel:** 0117 3026989

13th September 2024

To Councillors: James Hunt (Mayor), Bobbie Sunderland (Deputy Mayor), Simon Budd, Rachael Hunt, Colin Hunt, Graham Hutter, Tina Potter, Kelly Allen, Rosemary Shakespeare, Lynne Paraskeva, Eli Akatwijuka.

Dear Councillors,

You are hereby summoned to a meeting of the **Full Council** of Emersons Green Town Council to be held in **The Council Chamber of Emersons Green Town Council** on **Thursday 19th of September 2024 commencing at 1900hrs** for the transaction of the business on the **agenda attached**.

For your convenience, I have attached some useful guidance notes should any of your constituents wish to attend the meeting.

After the meeting, there will be the usual opportunity to share parish notices and other useful information with colleagues.

Of course, if you cannot attend for any reason, please apologise by letter or email.

Joanne Bryant

**Joanne Bryant PSLCC CiLCA
Town Clerk**

Emersons Green Town Council Meetings

Guidance Notes

Recording of Council Meetings

To comply with The Openness of Local Government Bodies Regulations 2014, all our Council meetings are open to the public and may be recorded.

For clarity, all types of recording, and use of social media, *are* permitted at our Council meetings, which are always open to the public.

However, out of courtesy, and for practical reasons, we request that visitors who wish to record our meetings provide us with as much notice as possible. For example, our Council Chamber has limited space. Nevertheless, we will do our best to accommodate the media requirements of visitors, on a first-come-first-served basis.

Distractions

In all cases, please *do not* cause a distraction, or you may be asked to leave by the Chair. For clarity, the definition of a distraction is entirely at the Chair's discretion.

As a minimum, please avoid using flash photography or any equipment that creates a loud noise, without prior approval.

Public Participation

During the meeting, public participation will take place *only* during this item. For practical reasons, this will be limited to a maximum of 30 minutes. During this item, the public are welcome to make representations, ask questions, and give evidence, regarding the business on the agenda.

To aid the meeting process, Emersons Green Town Council request that all members of the press and public email their questions in advance to clerk@emersonsgreen-tc.gov.uk, no later than 1200hrs on the day before the meeting. In this email, the public are asked to confirm whether they will be in physical attendance or require an officer to read out the question on their behalf.

Furthermore, the priority of physical attendance at a Council meeting will be given to the press and those who have sent their public questions in advance, particularly if they are willing to read them out themselves. After that, the remaining seats will be allocated on a first-come-first-served basis.

At the Chair's discretion, all individual representations will be limited to no more than 5 minutes. During the meeting, the Chair will call for representations from visitors who have indicated that they wish to speak. Similarly, it is also possible for written representations to be received at this point.

Standing Orders

For your convenience, a copy of our Council's standing orders, and all other policy documents, that govern the conduct of our meetings can be found on our website at:

<https://www.emersonsgreen-tc.gov.uk/town-council/council-policies/>

Emergency evacuation procedure: Leave via the Emergency Exit within the Council Chamber or out of the Main Entrance and convene in the Town Council Parking Spaces within the Car Park

A G E N D A¹ **19th of September 2024**

Members are reminded that this Council has a legal *duty* to consider the following legislation in the exercise of all its functions: The Freedom of Information Act 2000, The Data Protection Act 1998 & The Equality Act 2010. In addition, the Council has a *duty* to comply with the Local Government Transparency Code (2015). Furthermore, in carrying out the Council's functions, this Council *must* consider the impact of all decisions on reducing crime and disorder in the area and have regard to the protection of biodiversity. Finally, a Code of Conduct has been adopted by this Council for members to follow.

INTRODUCTION

FC_2024.063 Welcome and Introductions.

To welcome members of the public, introduce all Councillors and guest speakers, describe the emergency procedures, and make any necessary safety announcements.

FC_2024.064 Declaration of Interest – Localism Act 2011.

Under Section 31 of Localism Act 2011 and in accordance with the Councils' Code of Conduct (section 27(6) (d)), any declarations of disclosable pecuniary or personal interests must be declared and Standing Orders followed. Requests for dispensations can be considered if received in advance of the meeting and in writing to the Clerk (Proper Officer) – Localism Act 2011 S33.

FC_2024.065 Public Participation.

Members of the public will be given the opportunity to ask questions of the committee for a maximum of five minutes per person in accordance with the guidance notes.

A presentation will be received from Larry Harvey regarding his efforts to raise awareness of knife crime and its prevention.

COUNCIL ADMINISTRATION

FC_2024.066 Minutes.

To receive the *Minutes of the Full Council meeting held on the 18th of July 2024*, copies having been circulated, be approved as a correct record, and signed by the Mayor.

FC_2024.067 Outstanding items.

To receive an update from the Clerk.

FC_2024.068 Committee Membership

To agree new councillor memberships to committees

¹ All items are routine business, at the discretion of the Chair, unless otherwise stated.

INTEL & CURRENT AFFAIRS

FC_2024.069 Crime Update.

To receive a report from Avon and Somerset Police, copies having been circulated.

FC_2024.070 Mangotsfield Remembrance

To consider the acquisition of a wreath for 2024 Remembrance

COMMUNICATIONS

FC_2024.071 Correspondence.

To note official correspondence to the Council, copies having been circulated.

OPERATIONS

FC_2024.072 To note any updates from Committees.

FC_2024.073 To note any updates from Working Groups.

FC_2024.074 To note any reports from external bodies.

FC_2024.075 To appoint Councillors to Committee vacancies.

POLICIES & PROCEDURES

FC_2024.076 To adopt the following new/updated documents and policies:

- a. Standing Orders
- b. Document Management Policy
- c. Data Retention Policy & Schedule
- d. Volunteering Policy
- e. Tree & Hedge Policy
- f. Staff Handbook

PLANNING & STRATEGY

FC_2024.077 Forward Plan.

To note upcoming agenda items and projects.

DATES & TIMINGS

FC_2024.078 Next Meeting.

1. To note the next meeting of the Full Council is currently scheduled for:
Thursday 17th of October 2024 at 1900hrs in the Emersons Green Town Council Chambers.
2. To note the time that the business of this meeting was closed.

At the discretion of the Mayor, Councillors may be invited to make Parish announcements and take part in a general discussion after the meeting.